

Agricultural Marketing Service  
Office of the Deputy Administrator for Marketing Programs  
Livestock and Seed Division  
Livestock and Grain Market News Office  
Field Office  
Office Automation Clerk, GS- 26-4

SJ LM17

## INTRODUCTION

This position is located in a field office of the Livestock and Grain Market News Branch of the Livestock and Seed Division. The purpose of the market news program is to provide the livestock, grain, meat, wool, and mohair and related industries, such as producers, dealers, feeders, etc., with current, accurate, and impartial data and information on supplies, movement, distribution, demand, prices, trends, and other factors on which decisions can be based. The service also provides essential information for use in planning and administering the Federal and State programs.

The incumbent performs a variety of typing, and related clerical duties in support of the work of the office.

## II. DUTIES AND RESPONSIBILITIES

Prepares market news reports on livestock, grain, meat, mohair, etc., for the press, trade associations, universities, and the news media. Reviews market reports and determines that all data and totals agree prior to releasing information. Takes corrective action to bring reports and records in balance, verifies corrected copies and suggests changes in procedures to prevent recurrence of similar problems. Transmits market reports issued by the office on the teletype, lease wire, or automated computer terminal.

Posts daily receipts and weekly totals from the major commodity markets. Computes weekly, monthly and yearly averages of price quotations from daily price records. Checks reports, records and other documents against previous reports to insure that information on distribution, supply, and price are current and accurate. Posts market news reports received, on bulletin boards for office wire services feeders growers and industry use.

Receives request for information concerning the market news program, and advises when the information can be furnished. Prepares routine and special reports which require extensive searching and compiling of information from files and other available sources such as historical files.

Receives visitors and telephone calls for the office. Ascertains nature of call of business visit and determines appropriate action. Provides additional information regarding the types of services that are available and answers substantive questions requiring a technical knowledge.

Maintains office supplies and prepares requisitions; performs duplicating services and is responsible for maintaining time and attendance reports.

Types reports concerned with market news and other service activities as well as general office correspondence in final form from handwritten drafts, notes, and worksheets.

Uses a microcomputer, electronic typewriter, word processor or computer terminal to create, copy and edit documents which require knowledge of basic terminology commonly used in office settings to prepare material accurately from handwritten drafts.

Adheres to Equal Employment Opportunity (EEO) and Civil Rights (CR) policies, goals, and objectives in performing the duties of this position. Assures that written and oral communications are bias-free and that differences of other employees and clients are respected and valued.

### III. EVALUATION FACTORS

#### 1. Knowledge Required by the Position    Level 1-3    350 pts.

Skill in operating a microcomputer, word processor, electronic typewriter, or computer terminal. Skill in operating related equipment such as printers, modems, local area networks, etc. Ability to use several types of software to execute a variety of office automation functions such as storing and retrieving electronic documents and files, inserting or deleting text; printing documents; entering data into and retrieving data from database or spreadsheets; retrieving, or transmitting and receiving electronic mail. A qualified typist is required.

General knowledge of Livestock and Seed Division programs in order to respond to request for information, and specifically to provide information concerning the market news program to universities, wire services, farm publications, grower organizations, and industry.

Knowledge of the clerical procedures used in the office in order to prepare and process various reports and forms, and to establish and maintain the files.

Ability to perform simple arithmetical functions in order to tabulate and compute statistical data.

Knowledge of grammar, spelling, capitalization, punctuation, formats, and procedures in order to type a variety of material that may include memorandums, letters, forms, and reports.

#### 2. Supervisory Controls                      Level 2-2    125 pts.

Incumbent works under general supervision and is given guidance on priorities and deadlines. The employee works independently on carrying out routine day to day assignments. Work is routinely checked for accuracy, and completeness.

3. Guidelines Level 3-2 125 pts.

Guidelines include Agency directives, the Correspondence Handbook, internal office procedures, division and Branch procedures and instructions. The incumbent must use judgment in applying the proper guidelines to the various clerical and typing duties. Refers only significant deviations from guidelines to supervisor.

4. Complexity Level 4-2 75 ptg.

A variety of letters and reports must be typed, often within short deadlines. Documents include specialized terminology relating to the program and a variety of formats. The incumbent is responsible for the grammar, spelling, punctuation, and assembling of appropriate backup material.

5. Scope and Effect Level 5-1 25 pts.

The purpose of the work is to provide typing and clerical support, an assist in disseminating Market News services. The work performed facilitates the work of the Officer in Charge and the reporters in the field.

6. Personal Contacts

Personal contacts are either by phone or in person with the market news office or the Branch and persons outside the agency such as members of press associations, news media, and the livestock, grain, and meat trade.

7. Personal Contacts I/A 30 pts.

Contacts are for the purpose of exchanging information about matters in the office, to provide information to the types of documents and reports available, receiving assignments, taking and relaying messages, and assisting callers and-visitors.

8. Physical Demands Level 8-1 5 pts.

The work is sedentary. There may be some walking, standing, bending, and carrying of light items, such as papers and books.

9. Work Environment Level 9-1 5 pts

The work is performed in an office setting.

TOTAL POINTS = 740